



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

**PK12 INFORMATION
DATABASE REQUIREMENTS**

**USER
MANUAL**

CONTENTS

CHAPTER 1 - OVERVIEW	2
STUDENT AND STAFF INFORMATION SYSTEM DATABASES	2
Surveys/Windows	2
Security and Privacy of Data	3
Reference Documents	4

CHAPTER 1 - OVERVIEW

STUDENT AND STAFF INFORMATION SYSTEM DATABASES

The Student Information Database is stored at Northwest Regional Data Center (NWRDC). The database management system used is IBM's DB2 relational database management system. Relational in this sense means that the data are stored in rows and columns, like those in a spreadsheet. Related groups of rows and columns are called tables. For the most part, each reporting format submitted by the school districts is loaded into a single DB2 table. A group of these tables forms a DB2 database. Beginning in 2019-20, the Staff Information Database was stored and processed in the Data Quality 2 (DQ2) System.

Surveys/Windows

The Department of Education (DOE) conducts surveys of school district student and staff information at scheduled survey times during the reporting year. Surveys 1 – 4 are concurrent with the FTE survey weeks specified by the Commissioner of Education. Survey 6 is a beginning of the year student enrollment report. Survey 5 is used to collect end of year information and secondary career and technical education, industry certification and Additional Funding information. Survey 9 is used to collect information about students in schools for neglected and delinquent youth. Survey R is used to collect timely information on School Environmental Safety Incident Report data throughout the year for analytic purposes so that the department can provide assistance to districts and schools.

Staff data is collected in surveys 2 and 3 as point in time information and in survey 5 for end of year and full-year information. Surveys M is used to collect information on school district personnel email addresses.

The following list shows each of the surveys in order by the month in which the data are due to the DOE for the reporting year:

Survey 1:	July – September
Survey 6:	August – September
Survey M:	August – September
Survey 2:	October – December
Survey 9:	November – January
Survey 3:	February – April
Survey 4:	June – August
Survey 5:	July – October
Survey R:	Monthly

Refer to Appendix B – Survey Dates, for the actual dates associated with these surveys for the current reporting year. Not every reporting format is submitted in every survey.

Security and Privacy of Data

The DOE's office of Education Information Services (EIS) and the School Support Team (SST) section take full advantage of the security capabilities provided by NWRDC and use all of DB2's extensive security features. The DB2 security features include facilities for restricting the types of data access granted to a user (select access, update access, add access, and delete access). Access can also be limited to specified data elements within a file or denied entirely.

Individual, personally identifiable student records collected and maintained by the DOE may be accessed only by authorized individuals as prescribed by Section 1002.22, Florida Statutes, 20 U.S.C. 1232(g), and 34 CFR Part 99. EIS/OSS are prohibited from disclosing such records to any person not authorized by these laws and regulations.

Access to the databases themselves is restricted to properly authorized individuals or school districts by user ID and password. School districts are limited to access to their own data. That is, the districts are not allowed to transmit for or access the data for any other district. DB2 does not allow access to any table unless the creator of the table grants permission to that user's ID. The Authorized User Request Form for Mainframe Student, Staff and Finance Database Access provides questions regarding district access for controls, roles needed and grants all access to the student and staff information databases for

the district requested according to the DOE's security procedures through the Education Data Center and the DQ2 Office.

Reference Documents

The following DOE publications/documents should be used when working with this manual:

- FDOE Information Data Base Requirements: Volume I-Automated Student Information
- FDOE Information Data Base Requirements: Volume I-Automated Staff Information
- Database Manual Update
- Student Information System
 - Introduction
 - Data Elements
 - Appendices
 - Reporting Formats
 - Edits
- Staff Information System
 - Introduction
 - Data Elements
 - Appendices
 - Reporting Formats
 - Edits there is no hyperlink included for this

Copies of the publications/documents listed above can be accessed at the following web site:

<http://www.fldoe.org/accountability/data-sys/database-manuals-updates>

In addition to the documents above, the Course Code Directory and Instructional Personnel Assignments will be useful. This document is located at the following web site

<http://www.fldoe.org/policy/articulation/ccd/>

Course code information is also available as a supplemental database file (see Appendix N – Supplemental Files at NWRDC for dataset name).

The Florida Automated System for Transferring Education Records (FASTER) User Manual is located at <http://www.fldoe.org/faster/user-manual.shtml>